



NEEDS ASSESSMENT:

WOULD MY BUSINESS BE MORE PRODUCTIVE, MORE PROFITABLE, IF I HIRE A VIRTUAL ASSISTANT?

- You spend too much time on administrative jobs at the expense of client servicing, lead generation, showing properties, preparing listing presentations, and writing contracts.
- You want administrative support but not the expense of an onsite assistant or the tax consequences and overhead.
- You enjoy meeting new clients and helping existing clients, but not taking care of administrative chores.
- You want more leisure time.
- You haven't thought out a business plan or specifics of how to achieve your goals.
- You know to be more productive you need to delegate marketing tasks, systems controls, and database/transaction management.
- You know if you were more organized, you could increase your sales and net revenue, and also generate more leads.
- You find it hard to keep up with changing technology and know you should delegate computer tasks to someone with the time and interest to research and implement new software.
- You often feel very stressed at the end of a day or week, and wonder where you will find the time to take care of details.
- Your life/work balance seems off center at times.
- You'd like to have an administrative partner who understands your business enough to represent you when you are unavailable or on vacation.

Results: if you identify with 2 or more of these statements, you would benefit from hiring a VA. If you see yourself in 4 or more, contact us for a free consultation. We can give you more time to spend with clients and family, and still increase your sales.

Offered by VIRTUAL BUSINESS SOLUTIONS, 435-275-4538
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